



Wheaton Academy

Student Handbook

2017-2018

Relationships, Excellence, and Service to the Glory of God

STUDENT HANDBOOK

2017-2018

WHEATON ACADEMY
900 Prince Crossing Road
West Chicago, IL 60185
Main Line 630-562-7500
FAX 630-231-0842
www.wheatonacademy.org

MISSION STATEMENT and OBJECTIVES

The mission of Wheaton Academy is to nurture growth in our students through relationships, excellence, and service to the glory of God.

Specifically, we intend to partner with the home and church in guiding students to:

- *Develop a personal, vibrant, and growing relationship with Christ;*
- *Adopt and continue to cultivate a thoroughly biblical worldview;*
- *Discover, explore, and practice their God-given gifts and abilities;*
- *Acquire the knowledge, understanding, and wisdom necessary for further study and to become prepared to represent the Lord effectively in their life calling.*

Wheaton Academy seeks to achieve its mission as a school by providing an educational program characterized by biblical values and traditional educational standards using innovative curriculum centered on a caring student/teacher relationship.

2017 – 2018 Year Verse

“Therefore, if anyone is in Christ, the new creation has come: the old is gone, the new is here!” 2 Corinthians
5:17

This Student Handbook is designed to inform you of Wheaton Academy's expectations regarding appropriate student behavior. Nothing in this Student Handbook shall be deemed to create contractually or legally enforceable rights. Wheaton Academy specifically retains the right in its sole discretion to amend, discontinue, or vary the policies or procedures contained in the Student Handbook with or without prior notice.

July 2017

Dear Student,

Welcome to Wheaton Academy. We are excited for you to be a part of the community that God has brought together for this school year. Whether you are a new or returning student, it is not a coincidence that you are a part of our student body. We want you to experience a quality Christian school education that is rooted in God's Word and academic excellence.

The faculty at the Academy is prepared to help you discover and develop the gifts God has given you. Everything we do at Wheaton Academy is designed to encourage you to seek truth; to know what is good; to develop a disciplined mind and a wise, kind and discerning heart; and to follow Christ in all you do. This handbook is designed to inform and remind you of opportunities and responsibilities that you have as part of our community.

The mission of Wheaton Academy is to nurture growth in our students through *relationships, excellence, and service* to the glory of God. Specifically, we want to help you:

- 1) develop a personal, vibrant, and growing relationship with Christ;
- 2) adopt and continue to cultivate a thoroughly biblical worldview;
- 3) discover, explore, and practice your God-given gifts and abilities;
- 4) acquire the knowledge, understanding, and wisdom necessary for further study and to become prepared to represent the Lord effectively in your life calling.

As these four goals become a reality in your life, we pray you will be transformed as you follow Christ's example of serving others and doing your best while striving for biblical excellence.

By reading this handbook and signing the Standards of Conduct, you are voluntarily committing yourself to making the mission of Wheaton Academy a reality in your life.

Have a great year!

Steve Bult
Associate Head of School

Kori Hockett
Principal

TABLE OF CONTENTS

Wheaton Academy Statement of Faith	1
Wheaton Academy Student Culture	2
Standards of Conduct	3
Daily Bell Schedules	5
Academic Policies	6
Academic Accommodations and Support	6
Academic Accountability and Grading	8
Academic Behavioral Report	9
Academic Honesty	10
Academic Probation/Academic Warning.....	10
Co-Curricular Eligibility	11
Honor Roll.....	11
Late Work Policy.....	12
National Honor Society	13
Report Cards & GPA.....	13
Standards for Credit.....	13
Valedictorian and Salutatorian.....	14
Attendance	15
Absence Procedures	15
College Days	16
Extended and Excessive Absences	16
Leaving Campus.....	17
Make-Up Work.....	17
Missed Work.....	17
Tardiness	17
Winterim and Summer Academy Requirements	18
General Conduct	19
Appearance Code	19
Chapel.....	21
Display of Affection.....	21
Driving Privileges and Responsibilities.....	21
Human Dignity Policy	22
School Sponsored Travel.....	23
Search Policy.....	23
Spectator Conduct for Events.....	23
Staff/Student Interaction Guidelines.....	24
Student Athlete Conduct and Sportsmanship.....	24
Technology and Internet Use Policy and Permission/Electronics	24
Vandalism	27
Weapons/Dangerous Items/Safety	27

Philosophy of Discipline	28
Disciplinary Procedures	30
Levels of Discipline.....	30
Consequences	32
Reapplication as a Result of Discipline	33
Expulsion.....	33
Request to Withdraw a Student	34
General Information	35
Accident Insurance	35
Age of Majority	35
Allergy Policy	35
Animals on School Grounds.....	35
Athletic Participation Requirements	35
Emergency Closing Procedures	36
Entertainment.....	36
Fine Arts Center	36
Genesis Center	36
Health Information Sharing.....	37
Lockers.....	37
Lunch.....	37
Medical Information/Medication.....	38
NCAA	38
Non-Discrimination.....	38
Non-School Activities	38
Off-Campus Learning Days.....	38
Parent-School Communication	39
Science & Technology Center	39
Security	40
Spiritual Life	40
Student-Generated and Student-Led Events, Performances, Promotions	40
Student Records	41
Trip Eligibility.....	41
Upperclassman Privileges.....	41
Visitors	41
Winterim Courses.....	41
Winterim Internships	43
Winterim Trips	44
IHSA Athletic Eligibility Rules.....	46

WHEATON ACADEMY STATEMENT OF FAITH

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God and inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also that spiritual death which is separation from God, and that all human beings are born with a sinful nature that leads them to sin in thought, word and deed.
5. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate.
7. We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

WHEATON ACADEMY STUDENT CULTURE

At Wheaton Academy our student culture is founded on the belief that students who are seeking to live out their relationship with Christ can be treated maturely, trusted appropriately, and held accountable in ways that reflect respect for students as individuals. This attitude toward students serves to intentionally create an environment specifically geared to help teenagers flourish. The Wheaton Academy student culture is designed for the mature, and those who are responsible, respectful, and motivated will absolutely flourish. Students are trusted but simultaneously held accountable to be good stewards of their opportunities.

These are the fundamental principles that guide our intentional efforts to build a culture unique to Wheaton Academy:

- We focus on the positive and emphasize the results of doing things right and experiencing the positive natural consequences. We share the joy of living God’s way. We work to help students discover their potential. Too often teenagers are told what they can’t do rather than encouraged and empowered to live in such a way that they become a positive influence and make an impact for Christ’s kingdom.
- We take our core standards seriously. Expectations like obedience, integrity, and respect are God’s standards and accordingly are non-negotiable. At the same time, we work to avoid cluttering our culture with an endless list of “don’ts.” We expect that students will follow the school standards and be responsible. When students violate that trust, they will be held accountable and the situation will be taken seriously.
- We value the individual. We believe the uniqueness of the individual shouldn’t be lost. Teachers work hard to see students for their individual strengths. Students respond when they sense they are known and valued individually.
- We are student-centered. We seek to organize our activities and schedules around what is best for student learning. That is not to say students set the goals or make the rules. Rather, we are interested in incorporating activities, practices, and policies that help students learn.
- We listen to teenagers. It sounds pretty simple but it is amazing how often we overlook this powerful resource. Teachers ask their classes what is working. Coaches listen to their captains. The Principal invites students to join her for lunch and conversation once a week. We seek to tap into an incredible resource – direct feedback from those we work to impact. The result of listening is shared ownership in the result.
- We give students permission. Permission is given to create, innovate, dream, and lead *now*, not just in the future. Student leadership is a work in progress and many times imperfect and complex.
- We want students to impact and understand the world in ways that go beyond themselves. We intentionally give students opportunities to learn about and engage issues with the hope that they would invest in bringing Christ’s redemption to our world. This includes relationships with their peers at other schools, our local community, and the global community at large.
- We believe peer pressure is valuable. We encourage and give opportunity for a majority of students who want to live a Christ-centered life to be an example to their peers. We want to teach students not only to “behave” but to be a positive influence in situations and to hold their friends accountable to Christ-centered living as well.

- We work at treating students with dignity. No one responds well to embarrassment, sarcasm, and pressure. Mistakes and correction are handled as privately as possible. The focus of our discipline is growth, maturity, and restoration. We realize there is something very valuable about the growth that can come from failure that is handled well. But, just as God shapes us through His correction, our goal with students is always growth.
- We celebrate successes and believe in having fun. We want to elevate and promote excellence and effort and as a school community regularly celebrate successes. We want to laugh and have fun, while experiencing the joy God intended for learning and growing.
- We expect all students to treat each other with respect because they are created in God's image. Conduct that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability does not reflect God's design for community. God calls us to build each other up in community so this type of destructive behavior will not be permitted.

Standards of Conduct

Understanding the purpose and mission of WA, we want to develop a life of faith and obedience in our students, based on God's standards, laid out in His Word. While some of these standards are detailed and specific and others are more general, we want to encourage our students to live in a manner that glorifies God in every area. Our lives will be enriched by applying these truths in a consistent manner. Wheaton Academy expects students to adhere to these standards at all times and students are held accountable for behavior outside of school that violates these standards. A more comprehensive explanation of some of the standards of conduct may be found on our Wheaton Academy website, [About Us, Mission and Vision.](#)

In keeping with these beliefs, it is to be understood that Wheaton Academy expects its students to:

1. Cultivate an active and authentic relationship with Jesus Christ.

- a. This includes studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
- b. Also, students should make every effort to avoid influences that create a heart divided from the Lord. This includes what one views and listens to, recognizing that anything that mocks or disregards biblical standards can be destructive to a life of faith.

2. Treat others with respect and love.

- a. Encourage one another and build each other up (1 Thes. 5:11) – This requires us to treat others with kindness and respect at all times. It also requires us to be a positive influence in the lives of those with whom we associate.
- b. Communicate with others in a spirit of love. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.
- c. Develop relationships that edify our relationship with Christ and spur us to live righteously (1 Corinthians 15:33).

3. Live a life of integrity.

- a. Respect authority. This includes the authority of our parents, as well as the school and greater community. Living daily with one's parents and under their authority is a requirement of a student at Wheaton Academy (1 Thes. 5:12).
- b. Be honest and above reproach. We must always speak truth and avoid any appearance of dishonesty (Proverbs 8:7). This includes avoiding such things as stealing, lying, cheating, and deception.
- c. Demonstrate self-control (James 1:19). We must avoid allowing our behavior or responses to a situation to be a hindrance or a distraction to the community as a whole.

4. Maintain God's standards for morality, purity, and righteous living.

a. Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7). This includes, but is not limited to, activities such as: possession and use of alcoholic beverages, tobacco, vaporizers, and controlled substances.

b. Students are expected to maintain purity in all areas of their lives. This includes, but is not limited to, things such as: refraining from sexual relations, homosexual, transgender, or transsexual behaviors, and pornography (either printed or virtual).

c. Apply God's Word to every aspect of our life in today's world. This would include refraining from the overt promotion or advocacy of ideas contrary to biblical or Wheaton Academy's principles. We expect Wheaton Academy students to adhere to these guidelines at all times, both in and outside of school.

2017-2018 DAILY BELL SCHEDULES

MONDAY

*45 minute class periods
25 minute Community Time
44 minute combined lunch*

<u>Time</u>	<u>Class</u>
8:00 – 8:45	Period 1
8:51 – 9:36	Period 2
9:42 – 10:27	Period 3
10:33 – 10:58	Community Time
11:04 – 11:49	Period 4
11:49 – 12:33	Combined Lunch
12:33 – 1:18	Period 5
1:24 – 2:09	Period 6
2:15 – 3:00	Period 7

TUESDAY & FRIDAY

*45 minute class periods
35 minute Chapel
27 minute split lunch*

<u>Time</u>	<u>Lunch</u>	<u>Class</u>
8:00 – 8:45		Period 1
8:51 – 9:36		Period 2
9:42 – 10:27		Period 3
10:32 – 11:07		Chapel
11:13 – 11:58	11:13 – 11:40	Period 4A
11:40 – 12:25	11:58 – 12:25	Period 4B
12:30 – 1:15		Period 5
1:21 – 2:06		Period 6
2:15 – 3:00		Period 7

WEDNESDAY BLOCK

*90 minute class periods
30 minute Advisory Groups
50 minute combined lunch*

<u>Time</u>	<u>Class</u>
7:15 – 8:45	Teacher Collaboration Time
9:00 – 10:30	Period 1
10:35 – 11:05	Advisory Groups
11:10 – 12:40	Period 2
12:40 – 1:30	Combined Lunch
1:30 – 3:00	Period 3

THURSDAY BLOCK

*90 minute class periods
45 minute combined lunch*

<u>Time</u>	<u>Class</u>
8:00 – 9:30	Period 4
9:37 – 11:07	Period 5
11:07 – 11:52	Combined Lunch
11:52 – 1:22	Period 6
1:30 – 3:00	Period 7

ACADEMIC POLICIES

Academic Accommodations and Support

Academic Disabilities and Differences

An academic disability or “difference” is defined as any learning condition that makes it particularly difficult for a student to complete his/her work or adequately demonstrate learning. Common academic disabilities among students at Wheaton Academy include ADHD (inattentive, hyperactive or combined), communication disabilities, autism, and reading, writing, or math disabilities.

Emotional Challenges

An emotional challenge is defined as a condition that affects the student’s ability to function well under normal circumstances at school or in school work. Counselors are available to provide emotional support, academic support and assistance in crisis situations but do not provide long-term counseling for students. If long-term counseling is needed, families will be asked to seek a referral to an outside therapist. If it is determined that a student is in danger of harming themselves or someone else, WA counselors may require a professional evaluation for safety before a student can return to school.

Medical Conditions

A medical concern is defined as any medical condition that makes it difficult for a student to accurately demonstrate learning at school. Common medical conditions among Wheaton Academy students include concussions, seizures, surgeries that require prolonged absence and some chronic illnesses.

Process to Accessing Accommodations

Although Wheaton Academy is not equipped to provide individualized education programs for students with significant physical, cognitive or emotional disabilities, we are committed to doing everything we can to accommodate learning challenges. While Wheaton Academy students must meet the school’s educational standards for learning in each of their classes, we value working with families so students can grow and succeed despite challenges in their life. Our desire is to ensure that each student’s needs are met and expectations are clear to the Student Services staff, parents, student and teachers. When students are appropriately supported in their educational experience, they are often able to stay on track in meeting their educational and career goals.

Wheaton Academy is committed to providing reasonable accommodations for students with disabilities. While this often takes more time and planning, teachers understand that these accommodations are needed to provide equitable learning opportunities.

Families are asked to share any previous academic or emotional support or testing with the Admissions Office at the time of application. Consideration of whether accommodations are still needed is made interactively between Admissions, Student Services and the family during the interview process. If a student is already at Wheaton Academy, families should share testing or concerns with the Director of Student Services as soon as the family becomes aware of the condition. This notification must include a written diagnosis from a medical doctor or licensed clinical psychologist. If Wheaton Academy becomes concerned that a student is struggling with a possible academic, emotional or medical challenge, families will be asked to make an appointment to obtain this official diagnosis within a week of the school request and complete the process within 45 days.

Developing the Individualized Service Plan

The Individualized Service Plan (ISP) is a confidential document used by teachers to meet the needs of a student in each of their classes. Having an ISP in place from the beginning of high school is also important because it means the appropriate documentation is in place should the student need and desire testing accommodations for the SAT, ACT, or AP exams later in high school.

Below are examples of Wheaton Academy policies and philosophies that will be discussed and considered when determining if reasonable accommodations can be made for a student:

1. Students will be encouraged to accept their academic, emotional or medical challenge and will be asked to collaborate in both the creation of an Individualized Service Plan (ISP) and a teacher meeting regarding his or her learning or emotional challenge. An ISP is required before a teacher can give accommodations to a student.
2. Families must share diagnoses with Wheaton Academy so this information can be used to support the student's learning. The ISP may include both accommodations within the school setting and also required supports from home that may include individual therapy, private tutoring in the home setting, and other therapeutic assistance.
3. Wheaton Academy highly values coaching students to become self-advocates. This means parents are encouraged to equip their student to communicate directly with a teacher by email or in person if there is a concern or need. Parents may contact teachers at any time but the solution of a concern shared by a parent must always include the student as an active participant.
4. We advise students to choose classes that place them in their "learning zone." This means students should be in classes with rigor that places them at roughly 90% of their overall capacity. It is common for students with learning or emotional challenges to at times be capable of advanced level courses but to purposely take fewer of these courses because of their overall capacity and balance of life. Similarly, students with learning or emotional challenges may also need to decrease their commitment to co-curricular activities or after-school commitments so they have enough time to complete assignments outside of school.

Reasonable Accommodations Offered

Reasonable accommodations at Wheaton Academy will be given in collaboration with recommendations from the student's psychological or medical evaluation or report. The following list includes some examples of common accommodations:

- Extended time in testing up to time and a half
- Opportunity to test in a quiet test location
- Access to teacher notes and study guides on Academy Central
- Opportunity to do a class presentation by video as long as it is within the context of a plan for the student to eventually present to the whole class
- Breaking large assignments into smaller tasks with firm deadlines
- Give directions in clearly stated steps/check for understanding
- Breaks on occasion as needed in Student Services/nurse office (short-term basis only)
- Preferential seating

We will do our very best to partner with every family and student in their unique situation. However, there are some accommodations we are not able to regularly provide. Often we can still make arrangements with families to meet these needs below and this is done by the family providing an outside partner to assist their student. However, these accommodations are not guaranteed: reading intervention, test reader for tests, and excused prolonged absences.

Clarification on Extended Time: Extended time is offered for tests, quizzes and in-class assignments. Extended time is not available for homework or projects. These firm deadlines must be met according to Wheaton

Academy's timeliness policies and the time needed for work should be considered in context with the student's overall academic load.

Occasionally, families request an alternative format for presentations due to emotional challenges. Students may be given the opportunity to complete group work or presentations in an alternative format as a step in the following intentional progression as seen below. Goals for this area may be set in collaboration with the student's personal counselor. This accommodation must also be made in line with the learning goals and standards for a project.

- Student may be allowed to initially videotape a presentation
- Student will then present to the teacher privately
- Student will then present to the teacher and a small group of friends
- Student will then present to the entire class

Confidentiality

All academic, emotional, and medical support is handled confidentially. The documentation for accommodations is kept in a private location and is not included with the student's permanent record file. We are committed to this process as it is critical in helping students demonstrate their potential. Success most often occurs when Wheaton Academy, parents, and students are working together to execute the necessary and appropriate plans.

Academic Accountability and Grading

Since Wheaton Academy is committed to accurate assessment and grade reporting, grades are reported separately from academic habits and behaviors. While we place a high emphasis on academic rigor, we also value consistent class preparation and essential practice necessary for learning. Students are expected to meet the demands of work for each class in a timely fashion and communicate with their teachers about assignments, deadlines, additional help or alternative learning plans as they may be necessary. Therefore, as appropriate in each class, accountability and specific checkpoints are put in place to ensure that students are properly engaging in the learning process.

Additionally, Wheaton Academy reports to students and parents on the report card and on the students' transcript a numerical average for their academic habits and skills, including their preparation for class, their class behavior, and their academic habits. Ultimately Wheaton Academy is committed to insuring that students learn both the content and skills necessary for each of their classes, but also learn and develop the critical life skills for college and career success.

Academic Behavioral Report

To ensure that students' grades reflect the learning taking place in the classroom, the behaviors listed below are reported apart from academic achievement. We believe that these habits or traits, which often become entangled with subject area proficiency, are also vital and need to be reported separately. Teachers will report on these behaviors four times each year – at the mid-point and end of each semester.

	Outstanding (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
<p>Student Timeliness</p> <p><u>Incorporates:</u></p> <ul style="list-style-type: none"> - Responsibility - Timeliness - Assignment Completion 	<p>Student always turns in work on time and completes assignments in a manner that reflects each assignment's goal and expectation.</p>	<p>Student regularly turns in work on time (less than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation.</p>	<p>Student inconsistently turns work in on time (more than two assignments late) and completes assignments in a manner that reflects each assignment's goal and expectation.</p>	<p>Student regularly turns in assignments late and does not complete assignments in a manner that reflects each assignment's goal and expectation.</p>
<p>Student Engagement</p> <p><u>Incorporates:</u></p> <ul style="list-style-type: none"> - Participation - Preparation - Engagement - Focus - Contribution to Learning 	<p>Based on classroom guidelines, student is always engaged in classroom activities in an appropriate way and consequently improves the learning environment.</p>	<p>Based on classroom guidelines, student is regularly engaged in classroom activities in an appropriate way.</p>	<p>Based on classroom guidelines, student is inconsistently engaged in classroom activities and/or sometimes distracts the learning environment.</p>	<p>Based on classroom guidelines, student is rarely engaged in classroom activities and regularly disrupts the learning environment.</p>
<p>Student Academic Habits</p> <p><u>Incorporates:</u></p> <ul style="list-style-type: none"> - Independence - Motivation - Perseverance - Self-Advocacy - Resourcefulness - Grit 	<p>Student is self-motivated and always makes use of resources for learning.</p>	<p>Student is motivated and regularly makes use of resources for learning.</p>	<p>Student requires some external monitoring and motivation from teachers and/or inconsistently makes use of resources for learning.</p>	<p>Student is difficult to motivate, even externally, and does not make use of resources for learning.</p>

Academic Honesty

As Christians we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Wheaton Academy standards. Whenever students have a question about this procedure or any procedure, they should ask their teachers and/or advisors. Teachers will inform students of procedures and practices relating to homework and class work. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed by their teacher.

Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. These standards would also apply as they relate to sharing and collaborating with documents via technology. At no time should students hand in identical work unless it is a group project which lists all students' names who contributed to the assignment.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, digital images or media, and all other types of work which are not one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation).

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher will report any incident of academic dishonesty to the student and parents. They will also refer the situation to the administration to determine the consequences. Students will redo the assignment or test.
2. A second instance of cheating in any form will result in a student having to reapply to Wheaton Academy for the following school year and could result in expulsion.

Records will be kept of students who are charged with academic dishonesty and/or plagiarism.

Academic Probation/Academic Warning

In order to maintain a positive learning atmosphere and help students make appropriate academic progress, it is necessary to establish minimum academic requirements that students must achieve to continue their education at Wheaton Academy. This also consists of academic habits including submission of work in a timely fashion, and staying current with assignments and assessments.

Students' academic progress is monitored on a regular basis. Students are considered to be in good academic standing if all assignments are current and they have no F's or less than three D's. For students who are struggling academically due to grades or work habits, there are two levels of intervention. A student who has appeared repeatedly as failing or having 3 D's during weekly grade checks, who is chronically missing work, or who is not following academic plans that are in place from a teacher or Student Services may be placed on Academic Warning at any time during the semester. A student may be placed on Academic Probation at the semester if he/she earns 3 D's or fails one or more classes. Additionally, a student who is on Academic Warning and is not responding to the intervention may also be placed on probation. In either case, Student Services will

make every effort to work with parents and the student to create a viable academic plan for success, which must be followed.

If it becomes necessary during the semester for a student to receive additional tutoring and academic assistance or if the student fails to complete or turn in work, he/she may be placed on academic probation. The period of probation is for the next semester. During the period of probation, the Student Services Department will carefully monitor the student's progress *and* an individual academic plan will be put in place. If, at the end of the probationary period, the student has not improved sufficiently, the probationary period may be extended *or* the student may be asked to withdraw from Wheaton Academy. If a student has not shown significant improvement during the probationary period, they will be asked to reapply to Wheaton Academy for the following school year.

Co-Curricular Eligibility

Participation in co-curricular activities is a privilege which allows students to represent Jesus Christ, Wheaton Academy, the student's family, and himself/herself in the best possible way. Failure to appropriately represent our standards will result in a loss of the privilege. Eligibility to represent Wheaton Academy will be based not only on attendance and weekly academic standards but also upon whether or not a student is abiding by the Wheaton Academy Standards of Conduct (outlined on pages 3 and 4).

Attendance

A student must be in attendance three periods of the day on a 7-period day or 2 periods for a block day (excluding lunch) to be involved in any co-curricular activities that take place that day. Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.) that do not allow attendance in a minimum of three classes. Partnership students (attend both homeschool and Wheaton Academy, part time) must be passing at least four classes and meet all other Wheaton Academy Partnership standards and IHSA standards in order to participate in Wheaton Academy activities.

Academic Ineligibility: 1 or more "F's" OR 3 or more "D's"

Students who are ineligible will need to miss their co-curricular practices or activities for that week. Two or more weeks of academic ineligibility will result in missed games/performances and practices for one full week or until students are in good academic standing.

Honor Roll

Semester grade point averages determine eligibility for honor roll. Semester grades are posted on the student's permanent transcript.

Honors: Grade average of 3.0 or higher and no grade lower than a "C."

High Honors: Grade average of 3.7 or higher and no grade lower than "A-" in a regular class or "B" in an Advanced or AP class.

Academic Excellence: No grade lower than "A" in any class.

Note: In all grade calculations, each letter grade (e.g. B+, B, B-) is considered separately. A "B" average and a "B-" average are not the same. Letter grades for Advanced and AP classes are not weighted for purposes of determining honor roll eligibility.

The high honor roll/honor roll for each semester is composed of those students meeting the requirements listed above. Students must carry at least four Wheaton Academy classes to be eligible for any honor roll.

Late Work Policy

Because timeliness is a critical life skill, Wheaton Academy is committed to teaching students responsibility, time management skills, and self-advocacy to prepare them for college and life, as well as to reduce the anxiety and stress that results from being behind. Therefore, Wheaton Academy is committed to holding students accountable not only for learning content, but also developing these essential habits for life.

1. Homework or daily practice assignments—(work that is counted for a maximum of 10% of the overall grade)—may be assigned no credit for a student who does not complete an assignment and these assignments may not be accepted after the due date. A teacher may require this work to be completed for the purposes of learning or meeting other assignment targets even if they are not eligible to receive credit. Additionally, this may be a requirement in order to be eligible for a retake or redo of an assignment or test.
2. For work that is late due to absences of any kind (includes short-term illness, field trips, school activities or any other reason for missed class) students have the number of days to turn in work missed equaling the number of days the student was gone. (If one day, the work will be due the second day a student is in school, etc.) Long-range assignments are due on the assigned date or immediately upon return. Academy Central provides specific information about assignments for particular courses. If the first day of a student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teachers. If a student was absent only the day before a test, the student is still responsible to take the test the day of his/her return. Penalties for work not turned in at the assigned time are specified by the individual instructors in the syllabi. It cannot be emphasized enough that it is the student's responsibility to know these procedures and contact the teacher promptly to complete his/her responsibilities. Work that results from missed class that is turned in after these time frames will be considered late.
3. Wheaton Academy is committed to hold students accountable not only for their learning, but also for key academic habits like timeliness necessary for success. Therefore, if a student is missing work or is completing work after the assigned due date:
 - a. Teachers will enforce appropriate consequences for the first two times a student misses a deadline for an assignment noted in Academy Central. Students are expected to comply with the consequences assigned by the teacher if work is outstanding or deadlines are missed.
 - b. After the student has chronically turned in work late or is missing assignments (the third time), Student Services will make contact with parents and student to create an appropriate intervention plan to ensure that work is turned in and deadlines are met. Additionally, students and parents should be aware that after a student fails to turn in a fourth significant assignment on time, he/she will likely be withdrawn from the class.
 - c. Students who fail to turn in a fourth significant assignment on time will likely be withdrawn from the class and their schedule will be changed, as the integrity of the learning process has been compromised and students need to be held accountable to the responsibility that is entailed with taking a class. The withdrawn course will be noted on the transcript until the student retakes the course at which time the grade will be replaced.
4. Teachers may require students with missing work to complete all work before taking the summative assessment or being eligible for a test retake. In such cases, if they miss the assessment, it should be recorded as a "0" which will trigger the intervention plan. Additionally all missed assignments will be recorded as a "0" as soon as the deadline passes.
5. If timeliness is a standard that is being assessed on the assignment, timeliness should be clearly indicated on the rubric, and the students who do not meet the standard should receive reduced credit in that category of the rubric since they failed to meet that standard. This would include assignments like speeches, debates, presentations or other authentic assessments where it is critical to have the assignment completed at a particular time.

National Honor Society

Wheaton Academy maintains a chapter of the National Honor Society, which was originally chartered in 1934. Induction into the Honor Society is open only to juniors and seniors who meet the high standards of scholarship (minimum of 3.6 cumulative GPA), Christian character, leadership, and service. Students who have met the standard in all of these elements are invited to apply in the fall. A faculty committee selects National Honor Society members after reviewing informational surveys completed by students who meet the scholarship standard. An induction ceremony is held in November. In order to be eligible for National Honor Society at Wheaton Academy, students must be attending full-time and have been enrolled for at least 1 year (2 semesters). Students must also complete the service requirements to remain a member of NHS from junior to senior year. Partnership students at Wheaton Academy are eligible for National Honor Society if they meet the criteria of having attended Wheaton Academy for at least one year, have achieved the GPA and service requirements and are currently taking four classes at Wheaton Academy.

Report Cards & GPA

Report cards are issued at the completion of each semester. Semester grades are cumulative (including 1 term and final exam) and are issued at the end of the 1st semester and at year-end. Report cards are posted on WA Web following each semester. Student progress is updated on a weekly basis and we encourage students and parents to use Academy Central to monitor their learning.

The following point scale will be used for GPA calculations:

A+	4.0	B+	3.3	C+	2.3	D+	1.3	F	0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

A student's semester grade is determined by the following ratio:

18 week term grade = 4/5 (80%)

Semester exam = 1/5 (20%)

Advanced credit received from another school for a course that is not available at WA will not be used in the calculation for Valedictorian or Salutatorian.

Standards for Credit

Credit is awarded on a semester basis. Each normal course will be awarded one credit per semester. A student who fails a course must either repeat the semester or complete a credit recovery program in order to earn credit for the semester. If a student does not pass the first semester, it may impact his/her ability to continue in the class during the second semester. All students are required to take their final exams in order to receive credit for a class.

A student who fails the first semester of mathematics, science, or a world language will be required to drop that course for the year, unless special permission is granted by the teacher and administration. Students who earn less than a 70% in math and/or science, and an 80% in world language beyond levels I & II at the end of the year will be required to retake the course, or show proficiency through an alternative program before advancing to the next level.

Students in an Advanced class or an Advanced Placement (AP) course who do not achieve proficiency higher than a 70% during the first semester will be required to switch to the regular level class at the semester if one is

available.

Also, in order for a student to receive credit for any course, he or she cannot miss more than 12 classes in any given semester.

Valedictorian and Salutatorian

To be eligible for either Valedictorian or Salutatorian, a student must be a full-time student at Wheaton Academy for both junior and senior years in addition to completing the Wheaton Academy college admissions recommendations. Advanced courses taken outside of Wheaton Academy will not be weighted just as Wheaton Academy advanced courses are not weighted in the computation for Valedictorian and Salutatorian selection. Grades are included through the second semester of senior year. Beginning the class of 2020 and each year following, these students must also be designated Scholars of Distinction or Scholars of High Distinction. Descriptions of these distinctions may be found in the Curriculum Guide. The Valedictorian and Salutatorian will be recognized at the graduation ceremony.

ATTENDANCE

One of the keys to success in any area of life is to be present, to be on time, and to be prepared. It is essential for academic achievement that students are in class and at school. Even an absence of one or two days can have a surprisingly disruptive impact on progress. Therefore, perfect attendance is strongly encouraged. Parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.

Typically, students who exceed 12 absences are withdrawn from the class because of the significant impact of missing class on the learning process. However, sometimes due to extenuating circumstances, a student might be given special consideration to remain in the class and might have to take the class Pass/Fail. This would allow the student to complete the class and get credit in spite of the missed class time. In some cases, a tutor might be required to help with the instruction that has taken place during the missed class time. In addition, excessive absences may result in a student moving from the Advanced level class to a regular class to allow for the student to meet the requirements of the class in a more realistic manner. Advanced and AP courses have a faster pace and are more rigorous, and therefore are usually not appropriate for a student who has excessive absences. These steps are not meant to be punitive but rather are meant to help students not be overwhelmed by their work and to ensure the validity of coursework. These considerations would be determined based on the circumstances surrounding the absences and the particular courses the students are enrolled in.

Parents hold a unique responsibility to help their student interpret life's expectations concerning timeliness and promptness. We strongly encourage parents to resist the temptation to protect their student from tardy and absence consequences. Instead, use the policies as a necessary learning ground for preparation for life as an adult. Consequences are a valuable part of a student's growth and maturity.

The following paragraphs explain absence procedures. Because monitoring and keeping attendance records for our students is a sizeable and important task, we must insist that parents and students follow these guidelines about family responsibility precisely.

Students are always required to sign in and out with the receptionist whenever leaving or arriving at Wheaton Academy other than normal times. There is no exception to this expectation. Students must receive parental permission to leave campus prior to signing in or out at the front office. Students who ignore this expectation will be subject to disciplinary action.

The attendance policies which follow are intended as guidelines only. The administration reserves the right to treat tardiness and attendance matters on an individual basis.

Absence Procedures

Any time a student does not attend school the parent is responsible to notify the school attendance line (630-562-7500, ext. 1) before 9:00 a.m. If we have not heard from the parent by 9:00 a.m., the office staff will attempt to contact the parents as soon as possible. We want to be sure that any student not at school is accounted for by the parents. If a student arrives more than 15 minutes late, an explanatory note or prior phone call is a prerequisite for the partial day absence being excused. A student must be in attendance three periods of the day, or two on a block day (excluding lunch) to be involved in any co-curricular activities that take place that day. Exceptions may be requested for unavoidable absences (funerals, delayed medical appointments, etc.).

College Days

Students are encouraged to visit a variety of colleges with their parents. These absences will count toward a student's attendance requirement of attending all but 12 classes, so parents and students should consider a student's attendance status before planning a college visit. Students remain responsible for missed work. Students and parents are encouraged to coordinate college visits with scheduled days off throughout the year to avoid missing valuable class time.

Extended and Excessive Absences

While students are encouraged to strive for perfect attendance, sometimes there are circumstances which require an extended absence. If a student is planning an extended absence, he/she should contact Student Services for assistance with facilitating the approval process. Exemptions to the attendance requirement will be considered for long-term illnesses when a doctor's letter of notification is received and clearly outlines that the absences are unavoidable. Special arrangements may be necessary to make up the missed class time. If a student has extended or excessive absences and is taking an AP or Advanced course, he/she may be required to drop from the advanced level courses to regular level courses.

If an extended absence of more than three days for reasons other than illness is anticipated, prior approval for an exception to the 12 absence maximum is required. On the rare occasion when exceptions are made to this policy, students will forfeit eligibility for academic awards and honors (i.e. Valedictorian, Salutatorian, etc.) All work needs to be turned in ahead of the trip and the students' grades must be a C average. Our timeliness policy remains in effect for students who miss school for voluntary reasons.

Any time a student approaches or anticipates exceeding 12 absences parents should contact Student Services for evaluation of the situation. Exceptions require a workable plan to be in place prior to exceeding the absence limit. Absences related to illness require a doctor's letter of verification, which should be faxed to the school receptionist prior to exceptions being made.

If a student is absent more than three days due to illness, social, or emotional issues, families must initiate an individualized plan with Student Services as soon as the need is known. The plan may include any of the following:

- The family may be required to provide a tutor to assist the student in completing coursework.
- Depending on the course, a student may be allowed to remain in the course but would receive a pass/fail grade in place of a letter grade on their transcript.
- If students experience a particular ongoing struggle with school attendance, class presentations and/or group work, the family may be asked to instead pursue homeschool courses, courses at public school, and/or a more therapeutic school environment for their student such as a school refusal program.
- Because the in-class experience is so important, there may be additional considerations or expectations of families in the development of the student's plan or as situations arise.
- Certain classes are participatory in nature, and at times these classes may not be feasible to complete with missed time.

If, at the end of a grading period, a student has any incomplete assignments as a result of an extended absence, an "I" will be recorded as his/her temporary grade.

Leaving Campus

Wheaton Academy takes its responsibility to care for students extremely seriously, and it is important for the school to know where students are at all times. Therefore, students who leave school any time before the end of the school day are required to sign out at the school office. Students are not to leave campus for any reason without prior parental permission. Wheaton Academy will not be responsible for students who leave campus during the school day without proper permission. Because Wheaton Academy places a high value on trust, students leaving without permission will be subject to disciplinary action.

Students are expected to be where their class schedule says they should be at all times. Students who miss a class without prior parental permission (i.e. skipping) may be subject to disciplinary consequences. If a student has a medical need or illness, he/she must be with the school nurse or the school counselor. Students who violate this expectation will be subject to discipline.

Make-Up Work

Because all make-up work (including tests, quizzes, homework, etc.) is the specific responsibility of the student, students with anticipated absences, including field trips, must check with their teachers and Academy Central before the absence. Upon the day of his/her return to school the student will verify all work he/she missed. The number of days to turn in work missed equals the number of days the student was gone. (If one day, the work will be due the second day a student is in school, etc.) Long-range assignments are due on the assigned date or immediately upon return. Academy Central provides specific information about assignments for particular courses.

If a student was absent only the day before a test, he/she is still responsible to take the test the day of his/her return. The exam will be taken at an alternate time. Penalties for work not turned in at the assigned time are specified by the individual instructors in the syllabi.

It cannot be emphasized enough that it is the student's responsibility to know these procedures and contact the teacher promptly to complete his/her responsibilities.

Missed Work Due to Absence

Because of the accessibility of assignment listings and due dates on Academy Central and on the class syllabi, Wheaton Academy does not collect and distribute missed homework assignments. Parents and students are to refer to Academy Central, the syllabus, or contact the teacher directly if assignments are not clear. Make-up work (including tests, quizzes, homework, etc.) is the specific responsibility of the student. Students with anticipated absences, including field trips, must check with their teachers and Academy Central before the absence. In case of extended absences (long-term illness, hospitalization, etc.), parents should contact Student Services for special arrangements and coordination.

Tardiness

Tardiness is defined as being late by 15 minutes or less. Students who are late by more than 15 minutes to a class will be considered absent from that class on 7-period days, and will be considered absent from that class if more than 30 minutes late on block days. Such absences will count toward the allotted maximum of 12 absences. At first glance, tardiness would appear to only hurt the tardy student academically. In fact, recurring tardiness to class is disrespectful and often negatively impacts the teacher and other students. The teacher is responsible to be prepared to begin on time and make efficient use of the whole period. Students are responsible to be prepared and ready to learn. Neither teacher nor students can maximize the learning potential within a class period when recurring tardy students delay the start of, interrupt, or cause duplication of learning.

First Period

While problems may occur in getting to school on time, such as inclement weather or traffic tie-ups, every effort should be made to be in first period class before the late bell rings. Because determining the validity of being tardy to school is difficult and open for interpretation, Wheaton Academy generally does not distinguish between excused and unexcused tardies to first period. Instead, students are allowed five tardies to first period each semester, without penalty, to allow for unforeseen problems (late car pools, train delays and traffic accidents). Planning to arrive a little early is encouraged in order to allow for the unexpected. The school is open an hour before classes begin and students are welcome to be in the atrium or lower hallway. There will be consequences issued for the 6th and all subsequent tardies to first period.

Consequences for tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, it is our attempt to educate the student as to the unavoidability of life's consequences. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student.

Periods 2-7

Students should always be on time for class. To allow for issues that may come up, students are allowed three tardies per class for periods 2-7, each semester, without penalty. Consequences will be issued for the 4th and all subsequent unexcused tardies. A tardy will be given if a student is not in his/her class when the class bell rings. To be excused from a tardy for periods 2-7, the student must have a pass signed by a faculty or staff member, verifying that his/her tardiness was unavoidable or caused by something very important. Business that could be conducted at other times during the day is not a basis for an excused tardy. It should be understood that any student purposely missing class time for invalid reasons will be disciplined appropriately to avoid any recurrences.

A timeliness policy will be enforced for students who are excessively tardy to class even after receiving consequences. For the first infraction after the "free" tardies have been applied, the student will receive work hours. If a student is tardy a second time from the same class, the student will serve work hours plus the parents will receive a phone call home. The third infraction will result in work hours as well as the parents and student will be required to meet with the administration in order to discuss the situation. If a fourth infraction occurs, the administration will schedule a meeting with the parent and student to possibly change his/her schedule, and/or to drop any advanced level, AP, or impacted courses. We believe that being on time is an important behavior that affects learning; therefore, repeated tardiness may potentially impact participation in National Honor Society, Project LEAD, and/or Winterim trips. Additionally, students may be asked to reapply for admission for Wheaton Academy for the following semester.

Winterim and Summer Academy Attendance Requirements

Due to the concentrated framework of Winterim and Summer Academy, consistent attendance is very important. Even one class missed is a significant absence. Absence of more than 15%, which may equate to only one or two classes, may result in taking the class pass/fail or no credit being awarded for the class. Winterim credits are required toward graduation credit. Each absence will be considered on an individual basis taking into account the purpose or reason of the absence, as well as the student's past academic and attendance records. Failure to meet the attendance standards for Winterim or Summer Academy may result in a student being assigned no credit for the class, which will require making up the credit at another approved time outside of the semester.

GENERAL CONDUCT

Appearance Code

Wheaton Academy strives to maintain a positive and professional learning environment, which reflects God's call to modesty and purity. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore our appearance code is defined by two specific standards: modesty and professionalism.

Modesty

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God, and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. It is also important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different than the world." Therefore we have some basic guidelines that we expect students will meet in accordance with these biblical standards. The standards of modesty should be reflected in a student's dress at all times.

- The general guideline for the length of skirts and dresses requires that they must touch the knee.
- Leggings and all "legging-type pants" should not be worn to school.
- Pants may not be constructed of a knit fabric. They must have pockets and should not be constructed in an overall style that is too tight or body shape revealing. Under no circumstances are leggings considered pants.
- Clothing should completely cover undergarments, including straps and necessary parts of the body at all times (this would include while sitting or bending over). Girls should take care to ensure tops are not plunging or revealing at the neckline. Boys and girls both should take care to wear modest clothing styles that consistently cover their midsections while standing in a normal posture. Boys should ensure that their pants cover boxers and undergarments at all times.
- During school hours, co-curriculars, and events, boys are expected to keep a shirt on at all times.
- Formal Event Dress Standards: The principle of modesty remains the guiding standard for dress at these events. This includes selecting a dress that is appropriate in length, as well as providing appropriate coverage that is not low-cut or plunging at the neckline. For formal events that include dancing, dresses must have straps.

Professional

We want students to be comfortable but we also expect that a Wheaton Academy student's appearance should meet basic standards. As a learning community committed to excellence, we desire to wear clothes that are appropriate and create this type of learning environment. It is important to note that these standards do not involve morality; rather they are preferences that Wheaton Academy seeks to uphold in our school community. This is also in place to prepare our students for their future when they may have various appearance codes at their places of employment or other venues. The following are the professional dress requirements during the school day:

- For both boys and girls, shorts must have an inseam length of at least 7". Many in-style shorts do not meet this professional requirement, and should thus be saved for after-school hours.

- Athletic attire, which includes shorts, sweatpants, joggers, and yoga pants, are not acceptable outside of P.E. class, practices, or rehearsals.
- All clothing should be clean and in good repair. Clothing with holes, patches, or ragged/frayed ends may not be worn. This includes clothes that are designed with frayed/ragged ends or holes.
- Tank tops for either girls or boys are not acceptable school attire. At no time should undergarments be showing, including bra straps. Shirts must cover the shoulders.
- Hats, hoods, bandanas, etc. are not to be worn inside during the school day unless special permission is given by the administration due to extenuating circumstances.
- Designs or slogans which do not meet the professional standards of Wheaton Academy, including skulls, are inappropriate regardless of whether they are on clothing or personal belongings. Clothing, decoration on clothing or personal items, which promote musicians or musical events, should not be worn at school. (We do not care to debate or interpret what is Christian, quasi-Christian or anti-Christian music or musicians.)
- Hair should look neat and natural. Any hairstyle, hair color, or head appearance, which includes but is not limited to unnatural coloring, Mohawks, or designs shaved into heads, that tends to call undue attention is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well-groomed at all times. Boys' hair should be cut so that it is off the collar. Any facial hair must be well groomed and non-distracting. Dying hair, coloring tips, etc. is permitted only if the color is a naturally occurring color. This would not include dark red, eggplant or other shades that are not natural.
- Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable.
- Boys may not wear earrings to school. Tattoos or "body art" are not appropriate if visible. Piercings (including nose, lip, eyebrow, and anything other than earrings for girls) are not appropriate. Students who have such piercings will be required to remove their earring when they arrive at school or put in an invisible spacer during the school day.

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards related to modesty always apply when students are on campus or at any school activity, unless otherwise specified. Standards related to professionalism should be applied as they are appropriate for the activity (for example, students may wear sweatpants to a sporting event). Since students purchase their clothing and personal belongings as a part of the family unit, and prepare for school at home, it is Wheaton Academy's desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with Wheaton Academy standards.

Each student will be held responsible for his/her appearance. Instances of deviation from established standards will be handled on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process. We realize appearance and dress code may feel subjective, but Wheaton Academy faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify dress, we expect a respectful response even if a student or parent is not in agreement.

If a student is found to be out of dress code, he/she will be required to correct the situation by changing clothes. The use of duct tape, band-aids, or other efforts to cover a dress code violation are not acceptable. If a student is not able to correct the violation quickly so that they can return to class, alternative clothing will be provided. In the case of piercings that are outside of dress code, the students will be asked to remove the jewelry immediately. Students will be allowed one warning for a dress code violation. Additional instances will be seen as a sign of disrespect and will result in consequences.

Chapel

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to Chapel. The format and presentation of Chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected. Inattentive behavior (sleeping or giving the appearance of sleeping or not paying attention, etc.), disrespectful behavior (studying, eating, or drinking, etc.), or disruptive behavior (talking, text messaging, use of cell phone, Surfaces or distracting others) is unacceptable. Every speaker or group, as a guest of Wheaton Academy, deserves our respectful attention. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately.

Display of Affection

God's Word sets an extremely high standard for purity in relationships. Therefore, public display of physical affection between students is not appropriate at school or school activities. Repeated violations will be considered to be an act of defiance and will be disciplined appropriately. Students should refrain from hugging, kissing, holding hands, or any other display of affection, as we want to preserve a community where all feel included and comfortable at all times.

Driving Privileges and Responsibilities

Please note that student driving on the Wheaton Academy campus is a privilege, not a right. Because the operation of a motor vehicle has serious safety implications, both for the passengers as well as all others on campus, deviation from the following standards will not be tolerated. Each driver must observe the following rules.

- Drive and park in a safe, courteous, and responsible manner. ("Horseplay" in, on, or around cars, the parking lot, or driveway will not be tolerated.)
- Speed must be kept under 10 M.P.H. at all times on school property. (Spinning or squealing tires is not acceptable.)
- Student Parking Permits: Parking permits will cost \$75.00 for 2017-2018. A hanging tag for the interior of the car will correspond to a parking lot. The hanging tags and more details will be sent to students during the summer.
- Students who do not receive a parking permit may park on the streets adjacent to the school. For students who park in these locations, they are expected to follow all parking and speed regulations. Students who violate these regulations may be subject to ticketing by the West Chicago police.

Cars should be used only for transportation to school in the morning and to return home in the afternoon. Upperclassmen may have the privilege of using their cars to leave campus at designated times, but should not loiter in the parking lot. Upperclassmen determined to be taking other students off campus with them without prior permission may lose their off-campus privileges for a length of time deemed appropriate, which may be up

to a semester. In addition, any student leaving school grounds via car without permission will be subject to disciplinary action which could result in loss of driving privileges.

Student cars intentionally parked inappropriately (out of the student lots, in visitor parking, or blocking others) may be towed at the owner's expense. Students should not park in the area directly in front of the Maintenance building. Driving violations will result in appropriate discipline, including, but not limited to, parking tickets, and may result in loss of driving privileges.

Human Dignity Policy

Wheaton Academy provides its staff members and students with a safe environment, one that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created in God's image.

Specifically,

- Students (and Faculty) should realize that their commitment to living a life of integrity and following the standards set forth in God's Word (the Bible) is ongoing, not limited to the school day.
- Wheaton Academy does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school, during school events, or online, particularly related to social media and text messaging. Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to his/her administrator, or if it is the administrator he/she is reporting, to the Head of School, or if it is the Head of School he/she is reporting, then and only then to the President of the Board of Trustees. Each report will be given serious consideration and investigated appropriately.
- Reports of harassment and subsequent investigations will be handled as discreetly as possible to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
- Harassment includes, but is not limited to:
 - Making unwelcome sexual advances.
 - Cyberbullying, which includes intimidating harassment or creating a false profile on Facebook®, Snapchat®, Instagram®, Twitter® or any other social media outlets.
 - Engaging in improper physical contact.
 - Making improper sexual comments.
 - Writing a note to someone else, either electronically, by hand, through social digital or social media, with content that may be construed as sexual, or "unwholesome" as defined in Ephesians 4:29.
 - Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity (or sexting) to create a sexually intimidating, hostile, or offensive learning or working environment. This can be intentional or unintentional.
 - Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined according to disciplinary procedure (Level III) as outlined in the Wheaton Academy Student Handbook.

- Intimidation/bullying of any kind intentionally or unintentionally through joking. Joking is not an excuse for harassment or bullying.
- Destruction of personal property.
- Any suspected cases of child abuse or neglect are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.
- All students and all school employees are expected to conduct themselves with respect for the dignity of others.
- If a student or parent feels any part of this policy has been violated, they should immediately report it to the Dean of Students to ensure correction can take place.

School Sponsored Travel

1. Since all students and parents have the signed Wheaton Academy universal permission slip on file with Magnus, field trips and other off-campus trips will not require a permission slip. Additional permission slips may be needed in some cases for international travel or specific third-party venues. Details will be communicated by the teacher or sponsor.
2. Whenever possible, Wheaton Academy provides transportation for off-campus co-curricular activities and events via school (or contracted) vehicles driven by school employees.
3. If school transportation is not available, we do occasionally use student drivers and allow students to ride with student drivers if prior written parental permission is obtained.
4. On occasion, employees or approved parents may be recruited to drive students in their private vehicle (or a school vehicle) to off-campus school events.
5. Parents are given the prerogative to drive their children home from events and should inform the sponsor if they are doing so, even if they were brought to the event in a school vehicle.

Behavior on the school mini-bus or any transportation provided by the school must be appropriate. Safety is the most important consideration. "Horseplay," including sitting on the back of the seats, yelling out windows, throwing objects out windows, and loud music will not be tolerated. Students who violate these standards will be subject to appropriate discipline.

Search Policy

A search of a student's possessions, including but not limited to his/her vehicle, locker, cell phone, electronic devices, bag, or other personal belongings may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. In addition, in the school's ongoing efforts to ensure compliance with our rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school premises as well as any item of a student's personal belongings or items in a student's possession at any time and without prior notice. Students who refuse the requested search may be subject to disciplinary action, which could include expulsion.

Spectator Conduct for Athletic and Student Events

As a school committed to conveying Christ to the world in all aspects of life, we want to ensure that our cheering and athletic environment is one that is consistent with the spirit of Christianity. Therefore we would like to:

1. Cheer positively, not focusing on negative chants or exploiting mistakes.
2. Cheer in such a way that reflects our belief that all people are made in the image of God. Therefore, using language that builds people up rather than tears people down should characterize our cheering at sporting events.

3. Cheer loudly and enthusiastically without bringing amplification equipment or noisemakers to indoor athletic contests.
4. Always show respect to all participants as well as other fans.

Failure to comply with any of the aforementioned rules will result in the spectator being removed from the premises and, in the case of an athlete, further disciplinary action by the appropriate principal/athletic director/coach.

Staff/Student Interaction Guidelines

While Wheaton Academy emphasizes adult/student interaction, mentoring, and building meaningful relationships, we place an equally high priority on remaining above reproach by practicing healthy and appropriate patterns of interaction. Therefore, adults at Wheaton Academy (including faculty, staff, coaches, administration, etc.) meeting outside of school or after school hours are to follow these guidelines. Adults are encouraged to meet with students in a group or if they are meeting individually with a student to do so in a public place. Employees will not transport individual students in a vehicle unless previous parental permission has been obtained. Informal meetings between adults and students should be done with parental knowledge and permission. If an individual meeting needs to take place, it should be between adults and students of the same gender. Wheaton Academy is committed to building strong, positive relationships between student, faculty, staff, administration, and coaches that are not only life-changing but also are above reproach in all ways.

Student Athlete Conduct and Sportsmanship

The coaches and players will make every effort to exhibit godly character and uphold biblical values by respecting their teammates and opponents and by submitting to the authority of the officials and their coaches. Any deviation from such behavior may result in disciplinary action, and if repeated may result in suspension from the team at the discretion of the Principal, Athletic Director, and/or Coach. Any student-athlete suspended from school will not be allowed to participate in sports until approved by the Principal and Athletic Director.

Technology and Internet Use Policy and Permission/Electronic Devices

Technology and the Internet are incredible resources that can greatly expand the learning and educational process, but can have significant repercussions as they also open the door to access information that would not be consistent with a life of righteousness. Therefore, as Christians with the privilege of computer access, there comes responsibility and accountability. Wheaton Academy expects that all students using the school's network and computer services will:

1. Have the permission of their parent or guardian,
2. Agree to abide by Wheaton Academy policies.

Parents should review the following policy and guidelines and review them with their student so that everyone understands and is in agreement. If you have questions about the policy, contact the Information Systems Director (ext. 7554) or the Instructional Technology Director (ext. 7518)

Wheaton Academy's Technology Philosophy

As you walk through our halls, you will notice that students will be typing on a laptop, text messaging on a smartphone, or swiping through an iPad. The presence of technology both in our school and in the lives of students is everywhere.

At Wheaton Academy, we look at this technological environment as an incredible opportunity to teach students to use technology in a way that is responsible and productive, connecting members of our community to each other.

When we give students a piece of technology, our training goes beyond just how to use the device. It challenges students not only to use the device to create an inspired project, but also to ask themselves, “How is technology shaping me as a person?”

What Are Our Technology Goals for Students?

- We want students to master the basics of managing their electronic resources to achieve their learning goals.
- Students need to use technology to interact with people through social media in a manner that fosters collaboration and draws people closer to the Christian community.
- It is an important skill to use technology creatively in ways that reflect the goals of their courses, depth of thinking, and enriched learning.
- We want students to use technology in a manner that draws them closer to Christ by examining their use in light of a Christian worldview. For example, “Is my security in Christ or in my online identity?”
- “Information Literacy” is one of the most important skills for the 21st century learner. We want students to use technology to develop the ability to discern relevant, valid information to use in their academic pursuits.
- Students need to develop a global awareness and do so through the use of technology. What issues are going on in the world? How can our students be part of a solution?
- Finally, we want to help students develop “technology discipline” so it does not become a distraction that detracts from relationships and productivity.

The 1:1 Technology Initiative

Students will be loaned a Microsoft Surface 3 for the school year that they can use for both personal and educational use. They may take their Surface anywhere they like, including off campus. Families will pay a tech fee each year to help fund our 1:1 Technology Initiative. Below is a breakdown of how this fee will be used:

- It will be used to help pay for the device itself.
- It will be used to self-insure the devices so that if a Surface is broken, the student can have a replacement within minutes.
- It will be used to help maintain and improve (when necessary) our network infrastructure, so that our 1:1 Technology Initiative can run at optimum speed.
- It will be used for any software or online subscriptions needed for classroom activities.
- It will be used to help avoid massive start-up costs after three years when the devices will be replaced.

Surface Replacement Policy

Since the Surfaces will be the property of Wheaton Academy (although students can take them anywhere they would like), there will be a \$150.00 fee for replacement due to negligent use. For each additional incident, \$50.00 will be added onto the replacement fee. For example, the second time a student has to have the Surface replaced, they will be charged \$200.00. The third time, the cost would amount to \$250.00.

Privacy is Not Guaranteed

The administration and faculty may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. This includes, but is not limited to, electronic mail. *Files stored on school computers have no privacy guarantee. All Internet access is logged, including personal devices connected to Wheaton Academy’s network.* When using any device on the school network, Wheaton Academy cannot guarantee protection against hostile attack from third parties on the network. There can be no expectation of privacy or safety when using personal devices on the Wheaton Academy network.

Use is a Privilege

Use of the Internet and the school network is a privilege, not a right. Students who violate policies pertaining to rules of conduct, the acceptable use policy or Internet use will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. *Please note that revocation of privileges may cause failure in classes where network access is necessary.*

Liability

Wheaton Academy makes no assurances or warranties of any kind, whether expressed or implied, regarding any Internet services provided. Use of any information obtained via the Internet is at the user's own risk. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided Internet access. *Parents should take note that Wheaton Academy does not provide Internet filtering services for the 1:1 device off campus.* This is considered the parent's responsibility. However, Wheaton Academy provides mandatory training sessions for parents that provide resources on how to set up a safe Internet environment at home. These sessions will take place just before summer school and fall.

Parental Responsibility / Social Networking Sites

Ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. We encourage parents to monitor student activity on social networking sites, such as Facebook®, Snapchat®, Instagram®, and Twitter®. Students are expected to uphold the Standards of Conduct in their use of social networking sites. Students are generally not permitted to access personal social networking sites from Wheaton Academy's network.

Acceptable Use

The educational value of student Internet access is the joint responsibility of students, teachers, parents, and employees of Wheaton Academy. *Taking up valuable network resources for non-educational pursuits, or activities not consistent with the mission of Wheaton Academy, is prohibited. All use must be lawful, non-commercial, and consistent with the educational mission and goals of the school.* Students are not permitted to try to access information blocked by the school's filtering software or to attempt to alter the network configuration in any way. Wheaton Academy prohibits the use of cell phone "hot spots", tethering, VPNs, or any other use of a shared personal Internet connection, including nearby Wi-Fi networks. Students must respect the privacy of others and may only access resources they are permitted to use. Students must use only their own username and password, using any other account is prohibited. Finally, students must also abide by the Wheaton Academy Human Dignity Policy when using all technological resources, including school email, Academy Central and the messaging system provided within. All online interactions with peers, parents, teachers, and staff must be appropriate and respectful, as outlined in the Wheaton Academy Human Dignity Policy. Wheaton Academy students must report illegal or otherwise unacceptable use of computers to the supervising teacher or the Information Systems staff. Students may not take advantage of, demonstrate, or otherwise inform other students of security breaches or loopholes.

Electronic Devices

Students who bring electronic devices to school (including cell phones, iPods or other devices) are responsible for them. Wheaton Academy is not responsible if they are lost or stolen. During class time, cell phones, iPods and other electronic devices may only be used with teacher permission. Students who utilize these items inappropriately during class time will be disciplined appropriately. Use of electronic devices during passing periods, lunch, and/or other free time should be limited.

Cell phones should not be used to take or distribute photos or videos of anyone/anything without their consent or prior approval for any reason while on campus. If a class requires video capturing, the students should ensure

that appropriate permission is granted before recording anyone or anything. Cell phones are not permitted to be connected to the Wheaton Academy Wi-Fi network so that we can provide the most efficient wireless infrastructure for our teachers and our 1:1 Technology Initiative. Additionally, as stated in our search policy (pg. 23) the school reserves the right to inspect electronic devices if a student is suspected of or violates school policy of proper use.

Vandalism

At Wheaton Academy, we strive to have a community of respect, which includes respect for people as well as their property or possessions. A student who intentionally damages school property or the property of another person on Wheaton Academy's campus, or who shows carelessness or neglect for it, will be responsible to reimburse the school for the property damages and/or labor costs required to correct the damage and may receive further disciplinary actions. Acts of vandalism will not be tolerated and may be considered grounds for expulsion.

Because of our desire to enjoy the beautiful campus and wonderful facilities with which Wheaton Academy has been blessed, and to encourage a pattern of respect within our school community, we do not want pranks of any kind done to our campus or buildings. Beyond the cleanup nuisance (both for Wheaton Academy and its neighbors) that regularly goes on for weeks or months, pranks often involve other issues. Additionally, we are trying to build a community that shows respect for others at all times, and pranks do not facilitate building this type of environment.

We recognize the fact that parents vary in their family philosophies about these types of activities, but we do expect parents and students to respect the school's position in this area. To avoid any misunderstandings, it is important to know students will be disciplined (via cleanup, loss of privileges, monetary compensation, and suspension) for failing to respect these clear standards and expectations.

Weapons / Dangerous Items / Safety

In order to maintain a safe environment for all at Wheaton Academy, no weapons (guns, knives, etc.) or any other potentially dangerous items (lighters, combustible materials, lasers, shock-causing devices, etc.) shall be brought to school, to any school event/trip, or onto school property. Bringing a dangerous or even potentially dangerous item to school or to a school event, or acting in any way that causes potential danger to self or others will be grounds for immediate suspension and/or expulsion. Because we care deeply about the safety of everyone in our community, we will have very little tolerance for inappropriate behavior in this area of safety.

On rare occasions, students may request permission in advance to bring prohibited items to school for special educational purposes (examples: a fencing sword for a demonstration speech, a hatchet for guys' campout, etc.). When permission is granted, specific supervisory guidelines will be established.

PHILOSOPHY OF DISCIPLINE

It is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed and better choices are made in the future. It is also important that we seek to prepare students to make wise choices when we are not around, not simply to control them while we are with them. Since in some ways our goal is to work ourselves out of a job, hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part. In order to achieve this goal, we are guided by the following principles:

- 1) **Work with Each Student Individually**--In order to see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion. We strive to maintain distinct standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.
- 2) **Maintain Standards**--We take very seriously the biblical, community, and school standards that each student pledges to live by when enrolling at Wheaton Academy. Violations of certain standards or the absence of a repentant heart will not be tolerated.
- 3) **Allow Growth Through Failure**--We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.
- 4) **Maintain Cooperation between Home and School**--We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.
- 5) **Deal with Forgiveness and Consequences**--We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident. Students and parents should recognize that there are times that actions result in consequences that are not immediately connected with disciplinary procedures. Students' participation in activities, where there are stated standards of conduct, or students who hold leadership positions, may experience consequences related to their participation in those activities which are not directly related to disciplinary action.
- 6) **Realize the Limits of Our Discipline**--Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from Wheaton Academy. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

The philosophy, goals, standards, and procedures that follow are intended only as guidelines. Rules and standards of conduct are necessary in order to promote an environment that is safe and is in accordance with the Wheaton Academy mission. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. If, at any time, the school determines that a student's influence is considered harmful, or if his or her presence is regarded by the administration as undesirable, the school may request the student to immediately withdraw, or expel the student.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. Wheaton Academy is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

DISCIPLINARY PROCEDURES

While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. If there are times when the administration determines that a student's behavior evidences a lack of assuming responsibility for one's own actions, and/or a lack of self-control, is in conflict with the Standards of Conduct, or has a negative effect on the overall culture and community at Wheaton Academy, the student will be disciplined. The highest of Christian standards are to be maintained at Wheaton Academy at all times. Wheaton Academy attempts to provide a positive learning environment for all of our students regardless of race, national and ethnic origin, or gender. Behavior that undermines the well-being of students will not be tolerated. It is our expectation that all students and adults will be treated equitably, fairly, and respectfully by the Wheaton Academy staff and student body.

The behavior listed in this handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or isn't acceptable if it is not listed in the handbook. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word is ongoing, not limited to the school day. Further, if at any time, the administration, in its sole discretion, determines that a student's influence is harmful, or if his or her presence in the school is regarded by the administration as undesirable, the school may request the student to withdraw, or may expel the student. Action which evidences disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he/she deems best. Situations which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration. Additionally, Wheaton Academy will partner with local law enforcement when necessary and deemed appropriate.

Levels of Discipline

Level I:

Teachers will implement appropriate class consequences for behavior violations. Recurring or disruptive classroom behavior will not be tolerated. Teachers will contact parents to work to solve in-class issues. However, repeated behavior violations in class will be referred to the administration and may result in a meeting with the student, parents, teacher, and the administration.

Level II:

Those infractions which may result in detentions, community service hours, loss of privileges, loss of parking, or other consequence deemed appropriate by the administration are:

- Dress code violation
- Inappropriate behavior
- Inappropriate language
- Leaving class without permission
- Cutting a class period
- Disrespect toward a teacher/student/staff worker
- Tardiness
- Leaving school grounds
- Repeated missed detentions
- In-class disruptions

Level III:

The following are examples of, but not an exhaustive list of infractions which may result in suspensions, disciplinary probation or expulsion, in addition to the consequences of Levels I and II are:

- The use, possession, or distribution of tobacco products.
- The use, possession, or distribution of vaporizers or e-cigarettes.
- The use, possession, or distribution of mood- or mind-altering chemicals.
- The misuse or distribution of prescription drugs.
- The use, possession, or distribution of alcoholic beverages.
- The use or possession of fireworks or explosive devices.
- The use or possession of repellent or so-called “self-defense” sprays such as, but not limited to, chemical mace, pepper spray, dog repellent, and similar substances.
- Pulling a fire alarm or tampering with fire or safety equipment.
- Stealing from school personnel, school building, parked cars, or students.
- Vandalizing or misusing school property and other students’ property.
- Planning or committing arson (lighting fires).
- Bullying, fighting, or disruptive behavior.
- Repeated classroom disruption.
- Defiance of staff authority.
- Profanity or profane gestures (sexual innuendos).
- Gang solicitation and/or activities including dress, signage, etc.
- Grossly disrespectful acts or language toward another person – staff or student.
- Cheating.
- Inappropriate use of technology (including sexting).
- Repeated Level I infractions such as dress code or tardiness.
- Sexual immorality.
- Lying or dishonesty.
- Gambling.
- Racial slurs or racist behavior (including inappropriate attempts at humor).
- Sexual harassment.
- Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat.
- Any behavior that damages the community or disrespects Wheaton Academy school culture.
- Violation of the Human Dignity policy.

The Principal, or school administrator, will immediately notify local law enforcement officials of firearm or battery incidents at the school. They will also notify such officials of verified incidents involving drugs in the school. Additionally, the Principal, or school administrator, will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS). Wheaton Academy may also make reports to the police of other incidents when deemed in the best interest of the school or school community.

Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including but not limited to suspension or expulsion.

Consequences

Work Hours

For certain disciplinary infractions, students may be asked to spend additional time outside of school. Students earn work hours by failing to observe school standards concerning behavior, obedience, respect of authority, etc. Work hours are scheduled on Wednesday or Saturday mornings, as well as occasionally after school.

Work hours will be assigned as appropriate for consequences and accountability. Students may choose whether to serve on the Wednesday or Saturday morning of the week they are assigned the hours. If a reschedule is necessary for an unavoidable situation, a \$20 fine is due at the time of reschedule before hours will be adjusted. Failure to serve assigned work hours may result in a \$20 fine and an additional hour of work. Work hours will not be sleep time. Students will be given specific manual work assignments under the supervision of a faculty member and will be kept busy during the entire assignment. Students will not be permitted to take finals until work hours are completed.

Suspension

Wheaton Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the administration determines that a student has engaged in behavior or activities which constitute a violation of community standards which warrant removal from the classroom, a suspension may result.

If a student is removed from school for a disciplinary reason, the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parents must give assurance that the student is able to control his/her behavior and to follow the school's Standards of Conduct (see pages 3-4). The student will be put on behavior probation for the remainder of the school year and will be asked to reapply for the following school year.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension. Students suspended for serious violations of school standards, illegal substance use, and morality issues, etc. (if they are allowed to remain in school) will typically be removed from a team or activity for the season or the semester. Coaches and sponsors may also have a specific code of conduct for the students with which they work.

The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

Disciplinary Probation

In order to ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the administration and parents will review the terms of the probation. Parents, student, and Principal must sign the guidelines of such a probation.

Periods of probationary status may result for the following reasons:

- When a student is suspended.
- After a cheating incident.
- When deemed necessary by the administration as a result of other serious or recurring disciplinary situations.

Probation periods typically range from one academic semester to twelve months.

While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the administration. Students should be aware that consequences for behavioral infractions may be escalated for a student on probation.

At the end of the probationary period, the student will most likely be asked to reapply, considered for expulsion or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.

Reapplication as a Result of Discipline

All students suspended (or disciplined for serious or recurring issues or placed on probation) during a school year will be required to reapply for admission to Wheaton Academy if they desire to continue as a student. Students may also be asked to reapply for repeated behaviors that didn't warrant suspension but call into question a student's maturity level and desire to fit into Wheaton Academy's culture. Students and parents will be asked to complete the reapplication materials. Recommendations from all current teachers and sponsors of activities that the student has been involved in will be obtained. Although those students required to reapply may participate in course selection and other pre-registration processes throughout the spring, they will not be considered accepted for the next school year until their reapplication process is completed and readmission is formally granted. Parents will typically receive reapplication information at the end of April. Evaluation of reapplications will typically be concluded no later than June 30. Students required to reapply are typically not eligible for financial aid regardless of prior award.

Expulsion

Expulsion is the most severe form of punishment to be exercised at Wheaton Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Examples of offenses that will almost always result in a recommendation for expulsion are:

- The threat to use, use, or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-a-likes on school grounds or at any school-related activity.
- Verbal, written, or electronic threats, harassment, intimidation or any language that could be construed as a threat to any student or staff member in or out of school.
- Any action in the school or community which would fit into the broad category of "felony". Such acts may be under investigation by authorities, in which case a suspension may be levied. When verified, a recommendation for expulsion may be levied.
- Theft.
- Possession or distribution of an illegal substance on Wheaton Academy property.
- Inappropriate use of technology.
- Repeated cheating.
- Any offense determined by the school to warrant expulsion.

Offenses deemed expellable will result in immediate out-of-school suspension pending an investigation by the school's administration. In no case will the student be allowed on campus or at any school-related activity on or off campus pending termination of the investigation. Once a student is expelled, the student is not permitted on school grounds or at any school activities.

There may be instances where student misconduct warrants immediate expulsion. The school retains the right to amend, discontinue, or vary from these procedures without prior notice.

Request to Withdraw a Student

In some situations, the administration may request that parents withdraw their child from Wheaton Academy. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a student withdraws, the student is not permitted on school grounds or at any school activities.

GENERAL INFORMATION

Accident Insurance

Most accidents that occur while at school or while participating in a school sponsored function will be the parents' or guardians' responsibility. For this reason we require all students to show proof that they are either covered under a family health insurance plan or proof of having purchased a policy through our student insurance provider. Please contact the Business Office for more information.

Age of Majority

Living daily with one's parents and under their authority is a requirement of a student at Wheaton Academy (1 Thes. 5:12) As a condition of continued enrollment, students who turn 18 must agree to continued and ongoing communication with parents as is stated in the policies and handbook of Wheaton Academy. When a student turns 18 the school shall have the right to communicate with the student's parent regarding any matter in the best interest of the student. Prior to the student turning 18, the student and parent may receive a reminder about this obligation. The student will be asked to sign a form on their 18th birthday stating that they will abide by the student handbook. If a student refuses to confirm these conditions of enrollment in writing, the student may be asked to withdraw.

Allergy Policy

Wheaton Academy has an "allergy aware" policy which states that foods containing any types of nuts must not be consumed on Wheaton Academy's campus or during off-campus activities (games, field trips, tours, etc.) except as follows. Because we understand that certain diets require significant protein, we will have one small peanut zone in a portion of the Commons for students who need to eat nuts or nut products at lunch. This is the only place on campus that nuts of any kind may be eaten. This includes all foods containing nut products like granola bars, candy bars with nuts, cookies with nuts, peanut oil, etc. There is no way to ensure that reactions will never occur, but with your help we can reduce the risk of reactions.

Animals on School Grounds

Based upon concerns related to hygiene as well as to help maintain safe and healthy conditions for the students, staff, and visitors to Wheaton Academy, the following policies are enforced when bringing an animal on school grounds:

1. The animal owner assumes all risks for the safety of persons or property when an animal is brought on school grounds.
2. Animals, except service dogs, are prohibited from school grounds Monday through Friday from 7:00 a.m. until 3:00 p.m. or unless permission from administration has been granted.
3. All animals must be on a leash and attended by an adult at all times.
4. A clean up/carry out policy for all animal waste will be adhered to at all times.
5. Animals are not allowed on athletic fields.

Athletic Participation Requirements

As a Wheaton Academy student-athlete, the following forms must be completed in Magnus before tryouts:

1. Pre-Participation Physical Examination (performed annually and good for 13 months)
2. Medical Emergency Information
3. Standards of Conduct Form – must also be signed by student
4. The Athletic Packet (Steroid form and Concussion form)

These forms are completed by parents and uploaded onto the Magnus website prior to the beginning of the school year or athletic season. Extra forms may be obtained from the Magnus website.

Emergency Closing Procedures

Wheaton Academy uses One Call Now to notify parents and students of emergency or time-sensitive information, such as weather-related school closings or other important school events. Such communication will come in the form of voice calls from Wheaton Academy or text messages from 22300. Watch your email for messages from mail@notify.onecallnow.com. If your contact information changes, please help us keep our records current by emailing kziemens@wheatonacademy.org any new email address or phone number.

Information regarding emergency school closings will also be posted on our website wheatonacademy.org as it becomes available. Weather related school closings are also posted on the Emergency Closing Center at emergencyclosingcenter.com.

Entertainment (Social Activities)

School sponsored entertainment will seek to nurture healthy Christian activities. All activities/events must be pre-approved by the supervising faculty sponsor. A variety of activities (formal and informal) are encouraged. Parents and students should assume all Wheaton Academy social activities are intended exclusively for Wheaton Academy students unless announced otherwise.

Fine Arts Center

In order to be good stewards of our wonderful facilities, we've established the following guidelines.

- No food or drink in the Fine Arts Center Auditorium without teacher permission and supervision.
- Students may not be on the stage, in the prop rooms, construction rooms, sound booth, catwalk areas, or stage rigging control areas without expressed permission and supervision by a faculty member.
- Students who bring instruments on campus are only allowed to keep those instruments in their academic locker or instrument locker in the Instrumental Music Room of the Fine Arts Center. Family owned instruments are not covered by the school insurance policy.

Students attending class in the Fine Arts Center lower level are responsible to secure their personal belongings.

Genesis Center

Students are encouraged to use the Genesis Center for reading, researching topics, checking out materials, and working collaboratively with their peers. In addition to access during study halls, the Genesis Center is typically open daily for study before school and after school until approximately 4:00-4:30 p.m. The Genesis Center is also where the help desk is located for our 1:1 Technology Initiative.

Books are normally checked out of the Genesis Center for one month and may be renewed for a second month. Overdue fines are 10 cents a school day up to a maximum of \$5.00. Once a book reaches the maximum fine without being returned, it will be considered a Lost Book that must be paid for within 2 weeks. The library will charge the student for the exact replacement cost, plus shipping and processing. Please be aware that once a Lost Book has been paid for by the student, the funds cannot be returned, even if the book is found, since the replacement will already have been purchased.

Health Information Sharing

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of Wheaton Academy, as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the Academy.

Wheaton Academy will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of Wheaton Academy to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of Wheaton Academy who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Lockers

Lockers at Wheaton Academy are loaned to students to store essential educational materials and supplies during the school day. Because lockers are the property of the school, Wheaton Academy reserves the right to inspect lockers at any time with or without notice. Because Wheaton Academy cannot be responsible for personal belongings, students are encouraged to only bring essential items to school and take precautions to protect their belongings. Students are expected to keep their lockers clean and locked with school-provided locks only. It is unwise to leave valuable items unlocked anywhere on campus. Students should carry the items with them, keep them locked in their locker, or check with the office if items need special security.

Decorations, etc. on the inside should meet appropriate Wheaton Academy and Christian standards. The hallway is not an appropriate place to store personal belongings. Any personal belongings must be with the students or either in a locker or hanging on designated hooks in the Commons (note: nothing valuable should be left unlocked at any time).

Students should not enter anyone else's locker without permission from the student who is assigned to that locker.

Lunch

On days when there is not a combined lunch, students may remain in the Commons, use the restrooms right across the hall or relax in the large Atrium. Weather permitting, any student may choose to eat outdoors immediately outside the Main Building. Seniors may eat in the Senior Lounge. Since other academic classes are in session on these days, lunchroom students may not be in the hallway or throughout the building until the bell rings.

On combined lunch days, all students will eat lunch during one combined lunch period. Weather permitting, any student may choose to eat outdoors immediately outside the Main Building on combined lunch days. Seniors may have the exclusive privilege of using the Senior Lounge for eating their lunches. Privileges such as these are based on patterns of responsible cleanup and mature behavior. The longer length of combined lunch is intended to accommodate time to eat, as well as meetings, getting academic help from a teacher, homework review, social time, and access to the Genesis Center and writing lab.

Because no other classes are in session during the combined lunch period, students are free to leave the Commons for approved areas once they have finished their lunch. Approved areas are defined as: outdoors immediately outside the Main building, in the hallways of the Main Building, Genesis Center, Student Services Offices, Science & Technology Center, or other areas if supervised by an adult. Students may not be in the Fine Arts Center, Field House, Academy Hall, any classroom, or the Chapel building during combined lunch periods without adult

supervision. Students may take food and drink from the lunchroom when they are attending a teacher-supervised meeting. We expect students to clean up properly and thoroughly to protect our facilities. Students are never to be in the parking lots during lunch unless they have written permission from faculty or staff.

Note: Freshmen and sophomores do not have off-campus lunch privileges on any days, and may not leave campus for lunch unless prior permission is given by their parents and they have signed out. Violation of this standard will result in immediate discipline including but not limited to a potential loss of driving privileges. Any student in a vehicle with an underclassman during lunch will likely lose their off-campus lunch privileges.

Medical Information/Medication

Each student's Vital Health Record and Treatment to Consent forms *must* be updated every year on Magnus. Students are not allowed to attend school if these forms are not completed. It is used to provide information in the event of a medical emergency and provide information on approved medication dosages for the school nurse.

Every student *must* be covered by health insurance and provide verification of health insurance on the Vital Health Record along with a copy of the front/back of the health insurance card.

According to the Illinois Public Health Department, any prescription and non-prescription medications must be kept in the nurse's office in the original container. The nurse will dispense medication for headache, upset stomach, cramps, or injury as directed by a parent or guardian on the Vital Health Record submitted at the start of each school year. Students will not receive any medication if it's not approved on the Vital Health Record. *Students may not share medication with other students.* Medication will be dispensed only when the nurse is on duty. If a student is ill and unable to attend class during the times the nurse is not available, the student will be sent home.

NCAA

Athletes intending to register with the NCAA for college should complete their applications before their senior year. Registration information is available in the College Guidance Counselor's office. Additional information can be found online at www.ncaa.org. For further information about college athletics advising, please contact Eric Bowling at ebowling@wheatonacademy.org.

Non-Discrimination

Wheaton Academy admits students of any race, national origin, and gender and does not discriminate on these bases in its educational policies, financial aid, athletics, and other school-administered programs.

Non-School Activities (outside of school) Sponsored by Wheaton Academy Parents

While we understand that some parents like to sponsor events on the school grounds, Wheaton Academy cannot be responsible for non-school sponsored/non-school chaperoned social gatherings, even if the commonality is Wheaton Academy students.

Off-Campus Learning Days

Due to our increased access to technology through our 1:1 Technology Initiative, learning can take place beyond Wheaton Academy's campus. Such days will occur if school closes for an emergency or inclement weather. In addition, we will typically schedule 2-4 off-campus learning days each school year. Students will be expected to check Academy Central and meet the expectations for each of their classes appropriately.

Parent-School Communication

As our partners in education, we believe that communication with parents is absolutely critical. Parents will be kept current about Wheaton Academy events and activities through a variety of communication tools.

- On a daily basis, parents may access the school's website for bell schedules, changes to schedules, times and locations of athletic contests, lunch menus, etc.
- In addition, a weekly publication entitled WA Weekly will be distributed via email giving parents information on current and upcoming events or activities.
- Current information about students' grades will be available through Academy Central. Information about accessing Academy Central will be distributed by Student Services during the registration process. Teachers will update student grades once a week and keep a list of current assignment due dates. Some, but not all, assignments may be able to be downloaded through Academy Central.
- Formal parent-teacher-student conferences will be held during the fall but should be considered only a portion of the communication process between parents and teachers. Throughout the entire year, parents and teachers are encouraged to communicate by email, phone call, or individual conferences as needed. Parents should assume responsibility to initiate communication at any time they have a concern regarding their student.
- Emergency communication will be handled by our OneCallNow system. Please see "Emergency Closing Procedures" for more details.
- If a student or parent is offended by the words or actions of a teacher, then as a Christian brother/sister he or she is to go first to the teacher through whom the offense came, in accordance with the principle of Matthew 18:15-17, and share this with him/her (during business hours whenever possible). If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with an administrator. In like manner, if there is a disagreement with the administration and the matter cannot be resolved, then they should speak to the Head of School. If there is a disagreement with the Head of School, then and only then, they should contact the President of the Board to meet with the Executive Committee for final disposition of the matter.

Science & Technology Center

For the protection of this facility, no food or drink is allowed in the Science & Technology Center hallways, classrooms, or research spaces without teacher permission and supervision.

The outdoor classroom on the second floor is primarily a learning space, and priority is given to groups reserving it for that purpose. Students are allowed to use that space to collaborate, study, or read, with prior teacher approval and supervision.

The courtyard is designed to be a student space but must be used in consideration of the learning occurring in the surrounding labs and classrooms. Students must get permission from a teacher before using the space, and the courtyard may be closed at different times during the day to minimize interruptions of adjacent classes and labs.

Because of the nature of the equipment in the Maker Space, students must receive training, permission, and supervision before independently using any of the equipment or facilities in the basement of the Science & Technology Center. Priority use for all the equipment (including 3D printers, hand tools, and materials) is given to classes. Use of the space and equipment can be given to students for independent projects, but only if the project itself is consistent with WA's vision and mission and if a teacher approves and supervises the work.

Security

Although we are a Christian school, it is still necessary for each student to take responsibility for the security of their personal belongings. Hallway locks on lockers are encouraged and locks on gym lockers should be used and locked. Because visitors use our athletic facilities and we rent our educational buildings on a weekly basis, Wheaton Academy students should not ever leave clothes or personal effects unlocked in the gym. Please do not bring cash (beyond lunch money) or valuables to school! Personal belongings (bags, books, cell phones, video cameras, musical instruments, etc.) all should be locked up at all times. Wheaton Academy cannot be responsible for personal belongings.

Students should keep their cars locked at all times and never leave valuables visible. Because the Wheaton Academy campus is private property, we reserve the right to search any vehicle on school property (see Search Policy on pg. 23). Students are strongly encouraged to leave valuables at home or lock them in the trunk.

Spiritual Life

Church and Home

It is important to remember that while a Christian school provides spiritual nourishment, Wheaton Academy is not the local church, nor does it seek to replace the student's home. A student's foundational spiritual nourishment should come from home, active involvement in their local church, and from their regular personal time with the Lord. Wheaton Academy provides a wide variety of opportunities to enhance spiritual growth, but each should be seen as just that, enhancement.

Students are strongly encouraged to be active participants in their family and church life. In order to be nourished, encouraged, and held accountable by the home and local church, every Wheaton Academy student is expected to daily live with and be under the authority of their parents (or parent that has enrolled them) and actively participate in their local church.

Student-Generated and Student-Led Events, Performances, and Promotional Materials

It is expected that any student-generated or student-led events, performances, or promotional materials (movies, flyers, chapel skits, etc.) would be God-honoring, in good taste, of high quality, and reflect the expectations and standards of Wheaton Academy. Student-led events will open in prayer to set the tone for the evening and give the focus and glory of the event to God. Even though the content of the performance may not be Christian in nature or authorship, the overall message communicated will not contradict Christian truths or values. In order to facilitate accountability in this area, students are required to have their events, performances, and promotions approved by a faculty member prior to Wheaton Academy or the general public viewing them. That faculty member will use the following criteria in evaluation and will uniformly apply these expectations to student work.

1. The work will respect human dignity and therefore be free of sexual innuendos, profanity, excessive or gratuitous violence, and derogatory messages toward a gender, race, religious, ethnic, political or other group.
2. The work will respect Wheaton Academy, its faculty, and authority in general.
3. The work will not glorify sin but accurately represent sin in a fallen world.
4. The participants will uphold standards of modesty and appropriateness in clothing, message, and purpose regardless of age or gender.
5. The work will demonstrate recognized standards of quality for the medium used.

The intention of these guidelines is to uphold high standards of excellence and encourage creative freedom of expression through a variety of mediums and styles.

Student Records

A student and/or parent (or guardian) shall, upon request, be entitled to a copy of the student's official school record. A student's official school record shall include the student's transcript, academic records, and medical records created and maintained by Wheaton Academy. A student's official school record does not include email communications to or about the student, records of disciplinary actions, investigation records of any kind (such as disciplinary, harassment, hazing or bullying except for any such record placed in the student file such as a letter home to the parent), recommendations provided to Wheaton Academy, or any other record deemed by the school to be confidential records of Wheaton Academy, which have not been printed and placed in the student's official institutional record.

Trip Eligibility

Families that wish to have their students participate in and attend any Wheaton Academy trip, including all Winterim trips and Senior Trip, that require a family contribution must first have their tuition account current at all times. Participation in other trips that require a student to miss class(es) may be limited by academic eligibility. If a student has been asked to reapply for the following school year and is reaccepted, the student will not be eligible to attend a Winterim trip during that school year. Wheaton Academy reserves the right to evaluate whether a student is fit to travel. In addition, any senior desiring to go on Senior Trip must be passing all classes to attend. Wheaton Academy will do its best to accommodate health and allergy issues, but a student may not be able to attend a trip due to these issues.

Upperclassmen Privileges

Junior Privileges

Junior Privileges are in place to prepare students for the responsibilities and privileges of being an upperclassman. These privileges go into effect at the discretion of the administration. The continuation of junior privileges depends upon the overall ability of the class members to accept the responsibilities that necessarily go along with the additional privilege. Misconduct or academic ineligibility will result in the revoking of these privileges.

Senior Privileges

Senior Privileges go into effect at the discretion of the administration. The continuation of senior privileges depends upon the ability of the class members to accept the responsibilities that necessarily go along with the additional privilege. Misconduct or academic ineligibility will result in the revoking of Senior Privileges.

Visitors

Parents are welcome to visit classes. Arrangements for the day and time should be made through the school office, or in response to an invitation from the teacher.

Students from other schools who are serious prospective students may request approval to visit. Requests must be made by their parents prior to the day of attendance. Visiting students and parents must complete a "Shadowing Agreement" form before visiting classes. Do not bring visitors to school without approval.

No other visitors (besides parents or approved visitors) should be in the school building or on the school's private property at any time. All approved visitors must check in at the office and carry a visitor's pass.

Winterim Courses

Winterim is an innovative curricular feature started at Wheaton Academy in 1991. Modeled after the college January term concept, the two-week-long Winterim is designed to increase learning opportunities and has become an enormously valuable and popular component of a Wheaton Academy education. Not only are students given fifty to sixty courses to choose from each year beyond the normal high school curriculum, they

also have the unique opportunity to travel around the world through a variety of educational and mission trips. In addition, as juniors and seniors, Wheaton Academy students have the rare opportunity to experience a profession firsthand before deciding on a major. Winterim truly means opportunities for Wheaton Academy students. It is also interesting to note that numerous Christian high schools all over America have patterned interim programs after Wheaton Academy's Winterim. We encourage students to experience all three elements of Winterim during their time at Wheaton Academy.

Attendance

Due to the concentrated two-week framework of Winterim, consistent attendance is very important. Even one class or internship day missed is a significant absence. Absence of more than 15%, which may equate to only one or two classes, may result in taking the class pass/fail or no credit being awarded for Winterim. Students will then be required to make up the credit at another approved time outside of the semester. Winterim credits are required toward graduation credit. Parents are strongly discouraged from stretching Christmas vacation into Winterim. Each absence will be considered on an individual basis taking into account the purpose or reason of the absence, as well as the student's past academic and attendance records.

Credits

All morning and afternoon courses receive one-half of a semester credit (.5) each, while trips and full-day courses receive a full (1.0) semester credit. Each student is required to earn one full Winterim credit per year as a graduation requirement. Winterim courses will not count toward fulfilling non-Winterim graduation requirements. Students receive a Pass/Fail grade for Winterim.

Athletics

We recognize the Winterim experience may cause conflicts with winter athletics and thus we have established a Winterim Athletic Policy: Students involved in Freshman/Sophomore/JV level winter athletics may miss part of the season due to a Winterim experience without losing their place on the roster. Students must understand that by missing part of the season, they will need to earn their way back to their prior position. Because of the level of commitment that is expected at the Varsity level, students will need to choose Winterim experiences that do not conflict with winter sports or choose not to participate in Varsity sports.

Winterim classes are specifically designed to complement our yearly school curriculum. Our courses provide an in-depth study of subjects or skills that will broaden students' understanding of the world around them. The Winterim school day is divided into two sessions: a morning course and an afternoon course. These courses are three hours in length, and full-time students are required to enroll in both sessions (partnership students are welcome to enroll in one or both of the sessions). The longer class periods make it possible to offer courses that ordinarily could not be held in a shorter class time. The length also allows the opportunity for various field trips in our classes.

Schedule

The Winterim school day is divided into 3-hour sessions. Students take one course per session and must complete two sessions. Wheaton Academy's lunch program, minus a la carte soups and salads, will continue during Winterim as usual. Students are welcome to bring a lunch from home, but we will have our usual lunch menu available. Students must eat lunch on campus.

Enrollment Process

Student Services will announce the enrollment schedule in the fall. The process is largely determined by seniority. The class sizes for Winterim courses are smaller than the class sizes of our semester courses; therefore, space is limited. Seniors, juniors, and sophomores will directly enroll in courses online when they register on WA Web. The freshman class will request their top course choices of those remaining courses through SurveyGizmo and our Student Services team will place freshman students individually.

Note: Students who do not enroll by deadlines will enroll in person in Student Services from the remaining available courses in early December.

Winterim Internships

Internships scheduled during our Winterim are a unique opportunity for our juniors and seniors to observe and experience a working professional's life for two weeks. This experience in the world of adult realities allows them to see the time lawyers do not spend in a courtroom, to discover the patience required to teach second grade or to observe the precision required to be an engineer or research scientist. This experience will help students gain firsthand perspective of the skills and tasks needed to be successful in a business. These experiences can aid in major decisions the students are currently facing and more importantly in the discovery of how God has uniquely equipped them. Even internships that do not turn out as expected can be a valuable tool in the discovery process. Internships can be located domestically or internationally. The school encourages international students to pursue an internship in their home country to maximize their time at home over Christmas break.

Goals of our internship program

- Give students a hands-on experience in a career and technical program
- Introduce students to possible business and careers available after high school
- Prepare students for a career by developing employability skills and an understanding of professional expectations
- Reinforce how important it is to learn well and develop college readiness skills for workplace success

Student Enrollment Criteria

- Student has had no more than ten excused absences during the year prior to the internship.
- Student has had no unexcused absences during the year prior to the internship or suspension from school for any reason during the year prior to an internship.
- Priority for internship placement will be shown to those students who are in good standing with Wheaton Academy. Students who are on any type of school probation must complete an additional interview with the Internship Coordinator for acceptance into the program.
- Students are also required to sign a student code of conduct

Expectations of the Student Intern

1. Students agree to the following terms BEFORE the Winterim internship experience:
 - Students must be a junior or a senior at Wheaton Academy (exceptions must be approved by the Internship Coordinator).
 - Students should made arrangements for the internship with the internship host before applying online. They must show their internship host these internship guidelines and insure their internship host understands the purpose and requirements.
 - Internship host needs to be someone outside of the student's immediate family.
 - Students understand that the school is not liable for any injuries that they may sustain as a result of this internship.
 - Students understand that they may be removed from the internship if they do not follow the guidelines or perform poorly.

2. Students agree to the following terms DURING the Winterim internship experience:
 - Students must work a minimum of 60 hours in an unpaid position during the ten days of the internship. Students will arrive at the location on time each day.
 - Students' work day should not exceed eight hours on any given work day.
 - In most cases, students should be working at their location for each of the ten days.
 - Students must submit a Daily Log and final internship portfolio.
 - Students are expected to conduct themselves in a manner that complements the business' expectations and policies, and maintain high standards of professionalism while at the internship location.
 - Students are responsible for their own transportation to and from the internship location.

Winterim Trips

In addition to the many courses and internships, Wheaton Academy strives to provide unique opportunities to grow in relationships and service across the globe through trips. Going on a Winterim trip with Wheaton Academy is a chance to bond with staff and other students in a concentrated manner outside of the normal classroom environment. Some trips may require weekend travel.

Types of Trips

Each Winterim trip has a clear purpose to ensure that Wheaton Academy provides a balance in our Winterim curriculum and to communicate a clear expectation for each trip's activities and mission. Each trip leader has designated the purpose of each trip on the individual trip pages. See the below description to further clarify each purpose:

- **Educational:** The purpose of the trip is to use travel to strategically expose our students to academic lessons that enhance their learning experience.
- **Adventure:** The purpose of the trip is to teach the students skills through hands-on adventure and experience.
- **Leadership Development:** The purpose of the trip is to strategically train and equip students with leadership skills through experiences in another environment or culture.
- **Faith in Action:** The purpose of the trip is to provide an opportunity for students to step outside of themselves as they put their faith in action through interactions with other people and cultures.
- **Service and Mission:** The purpose of the trip is to provide an opportunity for students to physically serve and live among people in an impoverished community to primarily be the hands and feet of Jesus.

Policies for Winterim Trips

Most of the trips offered each year are introduced to the student body in the spring semester for the following January. This timing allows trip sponsors to make necessary preparations. Incoming sophomores, juniors, and seniors are welcome to apply for these trips at this time, but seniority and potential trip prerequisites are first considered when building trip rosters. In the fall semester, a few additional trips or trips with additional availability on their rosters may be presented to the student body. Transfer students, freshman students, and students who missed the spring application window are welcome to apply during this application window.

Important Trip Policies

- **Code of Conduct:** Students are also required to sign a student code of conduct for travel as an extension of our student handbook. Students must understand that while traveling, they represent their home, school, and Jesus Christ. Their conduct, words, and attitude will always reflect that reality. They must read and understand the expectations required for their specific Winterim trip. Failure to abide by the policies will result in immediate removal from the trip at the family's expense. Families should consider these policies and their student's maturity before committing to a Winterim trip.
- **Commitment:** Once a student applies, is accepted and the roster is published, the student may NOT

switch to another Winterim trip.

- **Due Date:** Applications and deposits received after the deadline will be taken into consideration once all other Winterim trip applications have been processed.
- **Grade Requirements:** Students are applying for trips open to the grade level they will be in the fall of the following school year.
- **Freshman Applicants:** We are excited about the opportunity for freshmen to travel on Winterim trips during their first year at Wheaton Academy. We may require a brief interview with the Winterim Coordinator and/or trip sponsors with freshman students for trip placement purposes.
- **Passports:** Travel rules require a passport to be valid for six months AFTER the last day of international travel. All participants (chaperones and students) who are traveling internationally during Winterim must have a passport that does not expire before June 20 of the year in which the Winterim trip is taken.
- **Payments:** All trips must be paid in FULL by the due date set forth by the trip sponsor, or the end of October, whichever comes first. Trip payments from the family will be billed and paid to their Smart Tuition account. Parents will automatically receive reminders when payments are due. Families are welcome to raise funds for their student's Winterim trip. Please contact the Winterim Coordinator or trip leader for more information regarding the collection of tax-deductible donations.
- **Refunds:** A refund of the deposit will be given if a written request is made to the Winterim Coordinator BEFORE the rosters are finalized in mid-September. Once a student has committed to a trip and the trip sponsor has begun purchasing items for the trip, any money used from this deposit cannot be refunded. The deposit ensures a spot for the student on the trip and helps trip leaders solidify budget and trip costs. No refunds can be granted or transferred to another account within Wheaton Academy for Winterim mission trip donations.
- **Student Health:** In order to insure the safety of students and chaperones, students who participate on trips at Wheaton Academy must be in good health, both physically and emotionally. For students who are struggling with health issues and wish to go on a Winterim trip, a meeting must be set up with parents, the student, a Wheaton Academy school administrator and other necessary personnel. This meeting is to make certain that appropriate plans and staff are in place to successfully handle any health issues while on a trip. This meeting is necessary to determine the best course of action for the Winterim trip and all participants before commitments are made.
- **Tuition Account:** Students who wish to participate in a Winterim trip must be current in their WA tuition account at the time of application and until the trip departure.

Trip Cancellation Insurance

All students must have current medical insurance when traveling on Winterim trips. If a student's health insurance lapses or is no longer valid at the time of the trip, parents must contact the Business Office Manager to purchase school health insurance. Furthermore, the school does purchase a trip insurance policy for all students traveling on Winterim trips. This policy does not cover trip cancellation. We encourage families to consider purchasing cancellation insurance if desired. We recommend a "cancel for any reason policy" that must be purchased within 14 days of the confirmed roster date. This policy offers the flexibility to cover most reasons for cancellation.



Illinois High School Association

(For 2017-18 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or

- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

Athletic Eligibility Rules—Page 2

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.